



City of Annapolis
**Department of Neighborhood &
Environmental Programs**
160 Duke of Gloucester Street
Annapolis, Maryland 21401
(410) 263-7946 Balt. (410) 269-0545
FAX (410) 263-9158

FOR OFFICIAL USE ONLY:

Zoning Status_____

Approved for Zone_____

Date _____

APPLICATION FOR RENTAL UNIT OPERATING LICENSE

Address of Rental: _____

Property Owner: _____ **Day Telephone:** _____

If Corporation, Name of Resident Agent for Purpose of Serving: _____

Resident Agent's Address: _____ **Day Telephone:** _____

Owner's Address: _____

Owner's Authorized Agent: _____ **Day Telephone:** _____

Agent's Address: _____

1. Please describe the property for which this rental license is requested (CHECK ONE ONLY).

- G **"Single-family dwelling"** (building containing one dwelling unit).
- G **"Two-family dwelling"** (building containing two dwelling units).
- G **"Multifamily dwelling"** (building, or portion of a building, containing three or more dwelling units).
- G **"Rooming house"** (residential building, or portion of a residential building, other than a motel, apartment hotel or hotel, containing lodging rooms which accommodate persons who are not members of the keeper's family. Lodging or meals, or both, are provided for compensation on a weekly or monthly basis).
- G **"Apartment hotel"** (apartment building in which not more than ten percent of the accommodations are available for occupancy by nonpermanent guests, and which provides such services as maid service, laundering or furnishing of linens, telephone and secretarial or desk service, and bell boy service).
- G **"Hotel"** (establishment which is open to transient guests, in contradistinction to a rooming house, and which provides customary hotel services including maid service, the furnishing and laundering of linen, telephone and secretarial or desk service, the use and upkeep of furniture, and bell boy service).

2. What is the **TOTAL NUMBER** of dwelling units in the entire building?_____

3. How many dwelling units are requested on **THIS** application?_____

4. Is the building **OWNER OCCUPIED?** Yes_____No_____

5. What is the **Specific Use** of each floor of the building?

Ground/Basement_____First_____Second_____Third_____

****FEE OF \$55.00 PER RENTAL UNIT MUST ACCOMPANY THIS APPLICATION****

The applicant hereby certifies and agrees as follows: (1) That they are the owner's or the duly authorized agent of the owner to make this application; (2) That they have read all of the information above set forth and that same is correct; (3) That the license, if issued, may be declared void should said information be false; (4) That they will comply with the Charter and Code of the City of Annapolis, which are applicable hereto; (5) That they agree to inspections by the Department of Public Works, Fire Department, and Planning and Zoning to determine if the property is in compliance with the provisions of the Charter and Code of the City of Annapolis; (6) That they will notify the Department of Inspections and Permits within 24 hours if there is a change of ownership or in the agents who are listed above.

Applicant's Signature

Date

Representing Owner

Date

Chapter 17.44 RENTAL UNIT AND ROOMING HOUSE LICENSES

Section 17.44.010 -- **"Required"**.

A. No person shall let for occupancy or use any vacant single rental dwelling unit, multiple dwelling, bed and breakfast home or rooming house without a current operating license issued by the city clerk, after the application for the license has been approved by the director of public works, with the concurrence of the planning and zoning director, the fire chief and the health officer, for the specific named unit, multiple dwelling, bed and breakfast home or rooming house.

B. When an operating license is suspended or revoked or an application for renewal is denied, it shall be unlawful for any person to let for occupancy or use any dwelling unit then vacant or becoming vacant until a license has been reissued or re-validated.

Section 17.44.020 -- **"Application"**. No operating license shall be issued or renewed unless the applicant owner first has made application on an application form provided by the director of public works. The director shall develop the forms and make them available to the public.

Section 17.44.030 -- **"Initial inspection"**. No operating license shall be issued or renewed unless the applicant owner agrees in the application to an initial inspection as the director of public works may require to determine if the single rental dwelling unit, multiple dwelling, bed and breakfast home or rooming house for which the license is sought is in compliance with Chapter 17.40 and this chapter.

Section 17.44.040 -- **"Fee--Penalty"**.

A. The operating license fee shall be as established by resolution of the city council annually per dwelling or rooming unit, which is payable in advance of issuance of the license or renewal.

B. Any person who fails to obtain an operating license is guilty of a municipal infraction and is subject to a fine of one hundred dollars per unit per day after the initial fifteen calendar day notification period.

Section 17.44.050 -- **"Issuance"**. The city clerk, upon application to and approval of the director of public works, may issue new operating licenses and renewals of the licenses, in the names of applicant owners of single rental dwelling units, multiple dwellings, bed and breakfast homes, and rooming houses. No license shall be issued unless the single rental dwelling unit, multiple dwelling, bed and breakfast home or rooming house for which the license is sought is found, after inspection, to meet the requirements of this chapter.

Section 17.44.060 -- **"Term"**. An operating license shall be issued for a period of one year from its date of issuance unless sooner revoked, and may be renewed for successive periods not to exceed one year.

Section 17.44.070 -- **"Renewal"**. No operating license shall be renewed unless an application for renewal has been made within sixty days prior to the expiration of the current operating license. Unless the city has failed to give notice of a renewal date ninety days prior to the date, a penalty fee as established by resolution of the city council shall accompany any application filed less than sixty days prior to expiration.

Chapter 17.40, Section 17.40.440 Smoke detectors.

A. **Required** -- It is the responsibility of the owner of each new or existing multifamily dwelling unit to install smoke detectors in each multifamily dwelling unit intended to be used, or originally built or designed to be used for residential purposes, not to include any dwelling unit within any structure which has been converted entirely to a nonresidential use. The smoke detectors shall be capable of sensing visible or invisible particles of combustion and providing a suitable audible alarm of the combustion. The alarms shall be installed by July 1, 1980, in the manner provided in this section, unless any other provision of state or federal law requires installation before that date. For the purposes of this section, "multifamily dwelling" means a building containing three or more dwelling units.

B. **Location** -- At least one smoke detector shall be installed in close proximity to the access for each sleeping area. "Sleeping area" means the area or areas of the dwelling unit in which the bedrooms (or sleeping rooms) are located. Rooms habitually used for sleeping which are separated by other use areas (such as kitchens or living rooms, but not bathrooms or closets), shall be considered as separate sleeping areas for the purposes of this section.

D. **Power Source** -- Smoke detection systems shall operate on an AC primary source of electric power. Each detector shall be wired into the circuit serving the area in which it is located. No smoke detector or alternative system shall be connected directly (permanently wired) to the electrical system of the structure unless an electrical permit first has been obtained.

For dwelling units which have been built prior to 1975, battery or electric type detectors are adequate. Units built after 1975 and/or having three(3) or more units must install electric smoke detectors with battery back up (electrical permit required).

SMOKE DETECTORS MUST BE INSTALLED WITHIN FIFTEEN(15) DAYS FROM RECEIPT OF THIS NOTICE. YOU WILL RECEIVE NOTICE OF YOUR ANNUAL INSPECTION TO DETERMINE IF THIS COMPLIANCE HAS BEEN REACHED.